

**Kentucky Department for Libraries and Archives
Public Records Division
Archival Services Branch**

Handling Historic Records Policy

- Customers may request records from one county or one agency at a time. Up to 6 volumes or 4 large/6 small boxes can be requested. An order must be returned before placing the next order. *Allow up to 30 minutes for records to be retrieved.*
- Requests for original records must be submitted before 3:30.
- Use records from one box and/or one file at a time.
- Replace records in the same order as originally found. Placeholders are provided for this purpose.
- Take notes only with pencil or computer. Make no marks of any kind on the records. Place nothing on top of the records.
- All original records must be photocopied by staff.
- In order to preserve fragile original records, customers are required to use the duplicate version available on microfilm, when available.
- Do not remove archival records from Research Room.
- Return cart and records to staff after use. You may make a photocopy of the Record Request Form at no charge. However, **the original Record Request Form must be returned with the records on the cart.**